

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS TO THE COMMITTEE

15 May 1958

SUGGESTION NO. 58-400: dated 13 March 1958

[REDACTED], GS-13, Plans Officer  
EE, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed that Form 108, Security Check Sheet, be revised to cover a one year period rather than the present two months period.

B. Summary of Evaluations

STATINTL

On 17 April 1958, Chief, Records Management Staff, [REDACTED] stated:

"With respect to revising the form for twelve months usage, we have determined that this is not feasible without increasing the size of the form to impractical proportions. However, we were able to revise Form 108 for its use on a four months basis. It will be noted that the amount of space allotted for "initials" and "time" is the bare minimum for legible fill-in by hand.

"This revision, if concurred by the Office of Security and adopted, will reduce by one half the number of check sheets printed, stocked, used and forwarded to the Office of Security. This would result in tangible savings of \$126 in printing costs (42,000 sheets @ \$.003 each), together with intangible benefits from reducing the number of sheets that are collected and forwarded to the Office of Security. Accordingly, an award of \$35 is recommended based on \$10 for tangible savings and \$25 for intangible benefits of a slight nature applicable on a local basis (500 Agency employees).

On 24 April 1958, Office of Security stated that they had no security objections to the printing of the form as designed by RMS.

C. Line of Duty Status

Not in line-of-duty (Plans Officer)

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Sugg. No. 58-400 Contd.

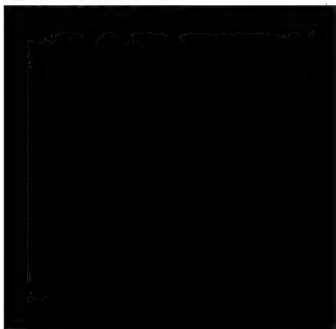
D. Executive Secretary's Recommendation

1. Recognize partial adoption of suggestion.
2. ~~Award of \$35.00 based on \$10.00 for Tangible Savings of \$126.00 and \$25.00 for Intangible Benefits (Slight Local)~~

E. Decision of Committee

☒ Adopted      10. Award      ☐ Letter of Appreciation  
☐ Not Adopted

STATINTL



*rec 10. —*  
*Sec. —*  
*on Tang. benef.*